
APPENDIXES

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EXPLANATION OF HOW THE VARIOUS RETAIL SCHEDULES WERE USED

Retail Schedule—Form 9.—This form was used to canvass all retail outlets doing a business of less than \$60,000 a year (except automobile sales agencies) in cities having 10,000 inhabitants or more.

General Retail Schedule—Form 13.—This schedule was known as the "long form schedule" and asked for information on commodity sales. It was used to canvass all retail establishments (except food, drug stores, and automobile and accessories establishments) in cities having 10,000 inhabitants or more which did a business of \$60,000 a year or more.

Grocery, Delicatessen, Confectionery, and Other Food Stores Schedule—Form 11.—This schedule was used to canvass all retail food outlets in cities having 10,000 inhabitants or more which did a business of \$60,000 a year or more. In addition to having the standard inquiries used on all schedules it called for details in regard to commodity sales.

Drug Stores—Form 12.—This schedule was used to canvass all retail drug stores in cities having 10,000 inhabitants or more which did a business of \$60,000 a year or more.

Automobile Schedule—Form 22.—Reports were secured on this form for all retail establishments engaged in the sale of new and used automobiles and also for establishments doing a business of \$60,000 or more engaged in the sale of tires and tubes, batteries, automobile parts and accessories, automobile service and repair shops, automobile accessories, and gasoline and oil.

Combined Retail and Wholesale Schedule—Form 14. This form was used to canvass all retail and wholesale establishments in places having less than 10,000 inhabitants.

(Page 1.—Retail Schedule—Short form.)

(Page 2.—Retail Schedule—Short form.)

Form 9
Dist. 10-10-29

CONFIDENTIAL GOVERNMENT REPORT

DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
WASHINGTONRETAIL
SCHEDULE

CENSUS OF DISTRIBUTION, 1929

Required by Act of Congress approved June 18, 1929

A separate report should be prepared for every retail store or distributing agency. Combined reports for two or more establishments, even though under the same ownership, can not be accepted. All reports should relate to the calendar year 1929, or to the business year most nearly conforming to the calendar year. Reports should, if possible, cover the full year's operation even if ownership has changed.

Under the law, no one not a sworn employee of the Bureau of the Census will be permitted to examine your report, and no information can or will be given out by the Bureau of the Census, either to other Government bureaus or to any individual, which would disclose, exactly or approximately, any of the figures in your report.

1. DESCRIPTION OF ESTABLISHMENT:

- a. Name of establishment.....
- b. Name of owner.....
- c. Location of establishment: State..... County.....
City, town, or village.....
Street and number.....
- d. Is establishment located within corporate limits of city, village, or incorporated place? (Yes or No).....
- e. Post-office address of general office.....
- f. Does this organization own or operate other establishments in this same line of business in this city? (Yes or No).....
- g. Number of stores owned by this organization in the United States.....
- h. Character of organization.....
(State whether operated by an individual, partnership, incorporated company, or cooperative association)
- i. Is this business owned or operated by Negroes? (Yes or No).....
- j. Give approximate date of original establishment of this business.....
- k. Give approximate date when this business came under the present ownership.....

2. DESCRIPTION OF BUSINESS:

- a. Kind of business.....
(Give brief name or description. Examples: Grocery store, first market, grocery and meat market, confectionery store, confectionery and ice cream store, general store, department store, drug store, shoe store, furniture store, restaurant, restaurant and bar, etc. See "Instructions to Agents" for list of these classifications.)
- b. Name principal lines of goods sold or handled in order of their importance based on selling value:
- | | |
|----------|----------|
| (1)..... | (5)..... |
| (2)..... | (6)..... |
| (3)..... | (7)..... |
| (4)..... | (8)..... |

3. PROPRIETORS AND FIRM MEMBERS:

- a. Proprietors and firm members who do not receive a stated salary or commission. (Do not include stockholders of incorporated companies.) 1. Total number..... Males..... Females.....
(Report only those deriving title or proprietary title at their time to the business.)
- b. Proprietors and firm members receiving a stated salary or commission:
1. Total number..... Males..... Females.....
2. Total salaries and commissions received for the year, or period covered by this report..... \$.....

4. NUMBER OF PAID EMPLOYEES FOR SPECIFIED MONTHS, AND TOTAL SALARIES AND WAGES PAID:

(Report number of paid employees as of the first day of, or nearest pay-roll date, for each month. Do not include proprietors and firm members or their relatives.)

- | | APRIL | JULY | OCTOBER | DECEMBER | PERCENT TIME |
|---|-------|------|---------|----------|---------------|
| a. Total number of employees..... | | | | | Males Females |
| b. Total salaries and wages paid to all employees for the year 1929, or period covered by this report..... \$..... | | | | | |
| c. Number of part-time employees (included above)..... | | | | | Males Females |
| d. Salaries and wages paid (included above) to part-time employees for the year 1929, or period covered by this report..... \$..... | | | | | |

Note.—Employees who work only part of the normal working day and those who work only part of the normal working week should be considered part-time employees.

(Page 1.—General Retail Schedule—Long form.)

Form 10
Dist. 10-10-29

CONFIDENTIAL GOVERNMENT REPORT

DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
WASHINGTONGENERAL
RETAIL SCHEDULE

CENSUS OF DISTRIBUTION, 1929

Required by Act of Congress approved June 18, 1929

A separate report should be prepared for every retail store, or distributing agency. Combined reports for two or more establishments, even though under the same ownership, can not be accepted. All reports should relate to the calendar year 1929, or to the business year most nearly conforming to the calendar year. Reports should, if possible, cover the full year's operation even if ownership has changed.

Under the law, no one not a sworn employee of the Bureau of the Census will be permitted to examine your report, and no information can or will be given out by the Bureau of the Census, either to other Government bureaus or to any individual, which would disclose, exactly or approximately, any of the figures in your report.

1. DESCRIPTION OF ESTABLISHMENT:

- a. Name of establishment.....
- b. Name of owner.....
- c. Location of establishment: State..... County.....
City, town, or village.....
Street and number.....
- d. Is establishment located within corporate limits of city, village, or incorporated place? (Yes or No).....
- e. Post-office address of general office.....
- f. Does this organization own or operate other establishments in this same line of business in this city? (Yes or No).....
- g. In this county? (Yes or No)..... In the United States? (Yes or No).....
- h. Number of stores owned by this organization in the United States.....
- i. Character of organization.....
(State whether operated by an individual, partnership, incorporated company, or cooperative association)
- j. Is this establishment a member of a cooperative group? (Yes or No)..... By contract? (Yes or No).....
- k. By license? (Yes or No).....
- l. Degree of service: Self-service? (Yes or No)..... Cash and carry? (Yes or No).....
- m. Delivery service? (Yes or No).....
- n. Is this business owned or operated by Negroes? (Yes or No).....
- o. Give approximate date of original establishment of this business.....
- p. Give approximate date when this business came under present ownership.....

2. DESCRIPTION OF BUSINESS:

- a. Kind of business.....
(Give brief name or description. Examples: Grocery store, first market, grocery and meat market, confectionery store, confectionery and ice cream store, general store, department store, drug store, shoe store, furniture store, restaurant, restaurant and bar, etc. See "Instructions to Agents" for list of these classifications.)
- b. Name principal lines of goods sold or handled in order of their importance based on selling value:
- | | |
|----------|----------|
| (1)..... | (5)..... |
| (2)..... | (6)..... |
| (3)..... | (7)..... |
| (4)..... | (8)..... |

3. PROPRIETORS AND FIRM MEMBERS (Not applicable to incorporated companies):

- a. Proprietors and firm members who do not receive a stated salary or commission:
1. Total number..... Males..... Females.....
(Report only those deriving title or proprietary title at their time to the business.)
- b. Proprietors and firm members receiving a stated salary or commission:
1. Total number..... Males..... Females.....
2. Total salaries and commissions received during the year..... \$.....

5. RENT, if any, paid during 1929 for premises..... \$.....

6. INTEREST, if any, paid during 1929 for money borrowed for this business..... \$.....

7. ALL OTHER EXPENSES paid during 1929, not including wages, salaries, commissions, rent, and interest. (Do not include cost of goods purchased for resale)..... \$.....

8. STOCKS ON HAND FOR SALE:

- a. Value of merchandise at cost or replacement value on hand December 31, 1929, or nearest inventory date..... \$.....

9. NET SALES OF MERCHANDISE AND PRODUCTS: (Gross sales less returned goods and allowances. Purchases of members through cooperatives should be included. Receipts from meals served by restaurants should be reported under No. 11, and receipts from repair and service operations under No. 10, and should also be included in this inquiry.)

- a. Net cash sales..... \$.....
- b. Net credit sales..... \$.....
- c. Total net sales (sum of a and b)..... \$.....
- d. If any of this merchandise was manufactured in this establishment, give selling value, f. o. b. plant, which should also be included in 6a, b, and c, above..... \$.....
- e. Sales made to other retailers (to be also included above)..... \$.....

10. REPAIR AND SERVICE OPERATIONS: (Include receipts from all classes of repair work, and also revenue from basket shops, beauty parlors, and other service operations.)

- a. Gross receipts from repairs and services for automobiles and accessories including batteries, tires, tops, etc. (Include in No. 9)..... \$.....
- b. Gross receipts from other repair and service operations. (Include in No. 9)..... \$.....
- c. Number of employees (including foreman) engaged chiefly in the repair and servicing of automobiles and accessories. (Include in No. 4).....

11. RESTAURANT OPERATIONS: (To be answered only by public restaurants. Not to be answered by boarding houses, clubs, school, store, or factory lunch rooms for pupils and employees; nor by dining cars, or dining rooms on boats; nor by soda fountains, or refreshment stands.)

- a. Normal seating capacity: Number of persons.....
- b. Receipts from sale of meals. (Include sales of confectionery, cigars, etc., in No. 9 and not here)..... \$.....

12. REMARKS:

(Signature of agent)

CERTIFICATE

THIS IS TO CERTIFY that the information contained in this schedule is correct and complete to the best of my knowledge and belief, and covers the period from....., 19....., to....., 19.....

(Date)

(Signature and official title of person furnishing information)

10-10-29

(Page 2.—General Retail Schedule—Long form.)

4. NUMBER OF PAID EMPLOYEES FOR SPECIFIED MONTHS, AND TOTAL SALARIES AND WAGES PAID:

(Report number of paid employees as of the first day of, or nearest pay-roll date, for each month. Do not include proprietors and firm members or their relatives.)

- | | APRIL | JULY | OCTOBER | DECEMBER | PERCENT TIME |
|--|-------|------|---------|----------|---------------|
| a. Total number of employees..... | | | | | Males Females |
| b. Total salaries and wages paid to all employees for the year..... \$..... | | | | | |
| c. Number of part-time employees (included above)..... | | | | | Males Females |
| d. Salaries and wages paid (included above) to part-time employees for the year..... \$..... | | | | | |
- Note.—Employees who work only part of the normal working day, and those who work only part of the normal working week, should be considered part-time employees.

5. RENT, if any, paid for premises during the year..... \$.....

6. INTEREST, if any, paid during the year for money borrowed for this business..... \$.....

7. ALL OTHER EXPENSES paid during the year, not including wages, salaries, commissions, rent, and interest. (Do not include cost of goods purchased for resale)..... \$.....

8. STOCKS ON HAND FOR SALE:

- a. Value of merchandise at cost or replacement value on hand December 31, 1929, or nearest inventory date..... \$.....

9. SALES OF MERCHANDISE AND PRODUCTS, AND RECEIPTS FROM SERVICE OPERATIONS (Receipts from meals served by restaurants should be reported under No. 11, and receipts from repair and service operations under No. 12, and should also be included in this inquiry):

- a. Gross sales..... \$.....
- b. Returned goods and allowances..... \$.....
- c. Total net sales (difference between a and b)..... \$.....
- d. Give the total amount, if any, of credit sales included above..... \$.....
- e. Give total amount, if any, of installment sales included above in d..... \$.....
- f. If any of this merchandise was manufactured in this establishment, give selling value, f. o. b. plant, which should also be included in 5a, b, and c, above..... \$.....
- g. Sales made to other retailers (to be also included above)..... \$.....
- h. Are sales of leased departments included above? (Yes or No)..... (Inquiry 11, "Leased Departments," must be answered in either case.)

10. SALES (NET) BY COMMODITIES:

COMMODITIES	SALES	COMMODITIES	SALES
1. ANTIQUES, ART GOODS, STATUARY, AND GIFTS.....	\$.....	4. BUILDING MATERIALS, TOTAL (sum of a to m)..... (Include Nos. 14, 15, 16, 17, 18, 19, 20, 21, 22, and 23)	\$.....
2. APPARELS, TRACTS, BUSES, TRACTORS, AND ACCESSORIES, TOTAL (sum of a to j).....	\$.....	a. Brick, terra cotta, tile, etc.....	\$.....
a. Passenger automobiles, new (number of units).....	\$.....	b. Building stone.....	\$.....
b. Sales to other dealers (number of units).....	\$.....	c. Cement.....	\$.....
c. Passenger automobiles, used (number of units).....	\$.....	d. Lime, plaster, etc.....	\$.....
d. Buses (number of units).....	\$.....	e. Lumber, rough, dressed, and finished (M feet b. m.).....	\$.....
e. Commercial cars and trucks, new (number of units).....	\$.....	f. Plaster and products—wood-work.....	\$.....
f. Commercial cars and trucks, used (number of units).....	\$.....	g. Wood shingles and shakes.....	\$.....
g. Tractors, farm and other (number of units).....	\$.....	h. Roofing materials (except wood shingles and shakes).....	\$.....
h. Special-purpose vehicles: Fire apparatus, ambulances, radio-cars, etc. (number of units).....	\$.....	i. Structural steel.....	\$.....
i. Automobile parts and accessories (except tires, tubes, and batteries).....	\$.....	j. Iron and other metal building materials.....	\$.....
k. Tires, tubes, and accessories.....	\$.....	k. Building papers, wood base insulating boards, etc.....	\$.....
l. Batteries, storage.....	\$.....	l. Wall boards (except wood-base boards).....	\$.....

RETAIL DISTRIBUTION

(Page 1.—Drug Stores Schedule.)

(Page 2.—Drug Stores Schedule.)

Form 12
Distribution

CONFIDENTIAL GOVERNMENT REPORT

RETAIL
SCHEDULEDEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
WASHINGTON

CENSUS OF DISTRIBUTION, 1929

Required by Act of Congress Approved June 15, 1929

DRUG STORES

A separate report should be prepared for every retail drug store. Combined reports for two or more establishments, even though under the same ownership, can not be accepted. All reports should relate to the calendar year 1929 or to the business year most nearly conforming to the calendar year. Reports should, if possible, cover the full year's operation even if ownership has changed. Under the law no one not a sworn employee of the Bureau of the Census will be permitted to examine your report, and no information can or will be given out by the Bureau of the Census, either to other Government bureaus or to any individual, which would disclose exactly or approximately any of the figures in your report.

1. DESCRIPTION OF ESTABLISHMENT:

- a. Name of establishment.....
- b. Name of owner.....
- c. Location of establishment: State..... County.....
City, town, or village.....
Street and number.....
- d. Is establishment located within corporate limits of city, village, or incorporated place? (Yes or No).....
- e. Post-office address of general office.....
- f. Does this organization own or operate other establishments in this same line of business in this city? (Yes or No).....
In this county? (Yes or No).....; in the United States? (Yes or No).....
- g. Number of stores owned by this organization in the United States.....
- h. Character of organization.....
(State whether operated by an individual, partnership, incorporated company, or cooperative association.)
- i. Is this establishment a member of a cooperative group? (Yes or No).....; by contract? (Yes or No).....
by license? (Yes or No).....
- j. Does this store maintain a delivery service? (Yes or No).....
- k. Is this business owned or operated by Negroes? (Yes or No).....
- l. Give approximate date of original establishment of this business.....
- m. Give approximate date when this business came under the present ownership.....

2. PROPRIETORS AND FIRM MEMBERS (Not applicable to incorporated companies):

- a. Proprietors and firm members who do not receive a stated salary or commission:
- (1) Total number..... Males..... Females.....
(Report only those devoting all or practically all of their time to the business.)
- b. Proprietors and firm members receiving a stated salary or commission:
- (1) Total number..... Males..... Females.....
- (2) Total salaries and commissions received during the year..... \$.....

(Page 3.—Drug Stores Schedule.)

19. REMARKS:.....

Signature of Agent

CERTIFICATE

This is to certify that the information contained in this schedule is correct and complete to the best of my knowledge and belief, and covers the period from..... 19..... to..... 19.....

(Date)

(Signature and official title of person furnishing the information)

Form 12
Distribution

District No.

Number of Report

3. NUMBER OF PAID EMPLOYEES FOR SPECIFIED MONTHS, AND TOTAL SALARIES AND WAGES PAID:

(Report number of paid employees as of the first day of, or nearest pay roll date, for each month. Do not include proprietors and firm members of their salaries.)

APRIL JULY OCTOBER DECEMBER PRESENT TIME
Males Females

a. Total number of employees.....

b. Total salaries and wages paid to all employees for the year..... \$.....

APRIL JULY OCTOBER DECEMBER PRESENT TIME
Males Females

c. Number of part-time employees*.....

d. Salaries and wages paid (included above) to part-time employees for the year *..... \$.....
*Note—Employees who work only part of the normal working day, and those who work only part of the normal working year, should be tabulated part-time employees.

4. RENT, if any, paid for premises during the year..... \$.....

5. INTEREST, if any, paid during the year for money borrowed for this business..... \$.....

6. ALL OTHER EXPENSES paid during the year, not including wages, salaries, commissions, rent, and interest. (Do not include cost of goods purchased for resale)..... \$.....

7. STOCKS ON HAND FOR SALE:

a. Value of merchandise at cost or replacement value on hand December 31, 1929, or nearest inventory date..... \$.....

8. NET SALES OF MERCHANDISE (Gross sales less returned goods, and allowances):

a. Net cash sales..... \$.....

b. Net credit sales..... \$.....

c. Total net sales (sum of a and b)..... \$.....

d. If any of this merchandise was manufactured in this establishment, give selling value f. o. b. plant, which should also be included in 8a, b, and c, above..... \$.....

e. Sales made to other retailers (included above)..... \$.....

9. SALES (NET) BY COMMODITIES:

COMMODITIES	SALES	COMMODITIES	SALES
1. PRESCRIPTIONS.....	\$.....	7. CIGARS, CIGARETTES, AND TOBACCO.....	\$.....
2. DRUGS, PHARMACEUTICALS, CHEMICALS, PATENT MEDICINES, AND COMPOUNDS.....		8. ALL OTHER SALES, Total (sum of a to d).....	
3. SOFT-FOOTWEAR SALES AND ICE CREAM.....		(When possible, report separately by items as follows):	
4. CONFECTIONERY AND NUTS.....		a. Stationery, school supplies, books, magazines, and newspapers.....	
5. BOTTLED BEVERAGES.....		b. Rubber goods.....	
6. TOILET ARTICLES AND PREPARATIONS, Total (sum of a and b).....		c. Surgical and hospital supplies.....	
a. Toilet preparations and cosmetics, including perfumes, face powders, compacts, rouge, lip-sticks, eyebrow pencils, talcum powder, eyebrow preparations, deodorants, manicure preparations, bath preparations, creams, lotions, toilet soaps.....	\$.....	d. All other commodity sales.....	
b. Toilet articles, including brushes, combs, mirrors, dresser sets and pieces, atomizers, powder jars, manicure implements, pyroxylin ware, celluloid ware, etc.....	\$.....	9. TOTAL SALES, ALL COMMODITIES.....	

11-1927

(Page 1.—Automobile Business.)

Form 22
Distribution

CONFIDENTIAL GOVERNMENT REPORT

AUTOMOBILE
BUSINESSDEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
WASHINGTON

CENSUS OF DISTRIBUTION, 1929

Required by Act of Congress approved June 15, 1929

A separate report should be prepared for every establishment. Combined reports for two or more establishments, even though under the same ownership, can not be accepted. All reports should relate to the calendar year 1929, or to the business year most nearly conforming to the calendar year. Reports should, if possible, cover the full year's operation even if ownership has changed. Under the law, no one not a sworn employee of the Bureau of the Census will be permitted to examine your report, and no information can or will be given out by the Bureau of the Census, either to other Government bureaus or to any individual, which would disclose exactly or approximately any of the figures in your report.

To be used to maintain retail and wholesale distribution of new and used automobiles. Also to be used for the following establishments: Gasoline filling stations, retail distribution of tires and tubes, batteries, and automobile parts and accessories, automobile service and repair shops, and shops which repair automobile tops, bodies, headlights, tires, and automobile accessories, subject to instructions. Not to be used for storage garages which have no sales and which do not conduct a service or repair business.

1. DESCRIPTION OF ESTABLISHMENT:

- a. Name of establishment.....
- b. Name of owner.....
- c. Location of establishment: State..... County.....
City, town, or village.....
Street and number.....
- d. Is establishment located within corporate limits of city, village, or incorporated place? (Yes or No).....
- e. Post-office address of general office.....
- f. Does this organization own or operate other establishments in this same line of business in this city? (Yes or No).....
In this county? (Yes or No)..... In the United States? (Yes or No).....
- g. Number of establishments owned by this organization in the United States.....
- h. Character of organization.....
(State whether operated by an individual, partnership, incorporated company, or cooperative association.)
- i. Is this business owned or operated by Negroes? (Yes or No).....
- j. Give approximate date of original establishment of this business.....
- k. Give approximate date when this business came under present ownership.....

2. CLASS OF BUSINESS:

(Indicate by checking the principal function or functions performed)

- Automobile Retailer..... ☐ Tire Shop, Sales and Service..... ☐
- Automobile Wholesaler or Distributor..... ☐ Battery Shop, Sales and Service..... ☐
- Automobile Service or Repair Shop..... ☐ Other Automobile Accessory Shop, Sales and Service..... ☐
- Automobile Top Shop, Sales and Service..... ☐ General Automobile Accessory Shop, Sales and Service..... ☐

3. PROPRIETORS AND FIRM MEMBERS (Not applicable to incorporated companies):

- a. Proprietors and firm members who do not receive a stated salary or commission—
1. Total number..... Males..... Females.....
(Report only those devoting all or practically all of their time to the business.)
- b. Proprietors and firm members receiving a stated salary or commission—
1. Total number..... Males..... Females.....
2. Total salaries and commissions received during the year..... \$.....

(1)

415-14209

RETAIL DISTRIBUTION

(Page 3.—Combined Retail and Wholesale Schedule.)

14. RESTAURANT OPERATIONS. (To be answered only by public restaurants. Not to be answered by boarding houses; nor by clubs, school, store, or factory lunch rooms for pupils and employees; nor by dining cars, or dining rooms on boats; nor by soda fountains or refreshment stands; nor by hotels covering dining rooms operated by them.)

a. Normal seating capacity—number of persons.....

b. Receipts from sale of meals..... \$.....

Report sales of confectioners, cigars, etc., in No. 10, and not here.)

15. REMARKS.....

CERTIFICATE

This is to certify that the information contained in this schedule is correct and complete to the best of my knowledge and belief, and covers the period from..... 19..... to..... 19.....

(Signature and official title of person furnishing information)

(3)

(Page 4.—Combined Retail and Wholesale Schedule.)

INSTRUCTIONS FOR PREPARING REPORTS

Scope of the census.—All retail and wholesale stores, restaurants, automobile repair shops, and other distributing agencies are required by an act of Congress approved June 18, 1920, to furnish reports for this census. Form 14 is to be used for the purpose.

Classes of establishments to be canvassed.—Among the classes of establishments to be included in the census are retail stores, wholesale stores, grain elevators, lumber yards, cotton dealers, livestock buyers, restaurants, cooperatives, manufacturers, sales branches, gasoline filling stations, automobile repair shops, and other agencies with established places of business engaged in the buying and selling of commodities either at wholesale or retail. Reports are not required from establishments which merely sell services (except service and repair shops for automobiles and accessories) and not commodities, such as barber shops, beauty parlors, shoe-repair shops, picture-framing establishments, etc.

Manufacturing establishments which also operate retail or wholesale distributing outlets.—In many instances manufacturing establishments, in addition to manufacturing their own products, also operate selling branches for the sale of their products, and frequently operate retail and wholesale stores. Separate reports must be secured for each distinct outlet even though this is established merely for selling the manufacturer's own goods.

Preparation of report.—The questions on Form 14 are, in the main, self-explanatory. Every inquiry appropriate to the particular business canvassed must be answered, using approximations in case book figures are not available.

Every inquiry on the schedule must be answered. If any item is not applicable to a particular establishment, insert a dash (—) in the space provided for the answer to show definitely that the question was asked.

Inquiry 10—Sales of merchandise and products.—Total receipts for the year should be reported. Commission merchants and others selling on a commission basis should report their total operations and not merely the amounts received as commission. Cooperatives should include in total sales both the products sold for members and the value of materials or supplies, groceries, etc., purchased for members.

Inquiry 11—Repair and service operations.—Establishments which are engaged solely in repair and service work (except the repairing and servicing of automobiles and accessories) are not to be included in the census. This inquiry

should be answered by establishments engaged in selling commodities, but which incidentally do repair or service work. Among others might be mentioned the following: Shoe repairing done by shoe stores; repair departments of jewelry stores; beauty shops operated by department stores.

Inquiry 12—Farm products bought or taken in from farmers.—This inquiry should be answered by country buyers of farm products, whether working on a salary or commission basis or buying the products outright. Many dealers and stores in small communities buy or take in trade, farm products direct from farmers for the purpose of resale to other dealers in their own market, or for shipment to other markets. Commodities so handled should be reported in answer to this inquiry. Cooperatives should include sales made for farmer members.

Inquiry 13—Meat animals slaughtered.—Many retail stores in small towns and cities slaughter meat animals or have them slaughtered by others. The total number of animals so slaughtered represents a very considerable item. In some cases slaughtering is done by the concern either on its own premises or elsewhere; in other cases the store or firm hires the slaughtering done for it.

In order to make certain of a complete net report of this business it is necessary to ascertain the numbers of animals slaughtered in each slaughtering establishment (whether retail butcher, custom abattoir, or municipal abattoir), as in 13-a. Report outside slaughtering in 13-b so as to make sure they are not included in 13-a.

Animals slaughtered at custom or municipal slaughterhouses or abattoirs should not be reported in 13-a by the firms for which they are slaughtered; they should be reported there by the slaughterhouses or abattoirs, and the enumerator must visit all such places and secure reports therefrom.

Animals slaughtered on farms should not be included in answer to either item.

Inquiry 14—Restaurant operations.—All restaurants and dining rooms (except hotel dining rooms operated by the hotel owners) must answer this inquiry. No reports are required for boarding houses; clubs; school, store, or factory lunch rooms operated for pupils or employees; nor for dining cars or dining rooms on boats. Soda fountains and refreshment stands serving lunches but not operated as restaurants should not answer Inquiry 14 but must furnish reports for the census by answering other inquiries on schedule.

U. S. GOVERNMENT PRINTING OFFICE: 1920

(4)